

# **PROJECT MANAGER I**

## **GENERAL RESPONSIBILITIES**

Plans and coordinates activities for designated project(s) to ensure project objectives are accomplished within schedule, funding and contractual parameters. Coordinates design and construction of new building and renovation projects under the County's Capital Improvement Program (CIP), under the direction of the Bureau Chief and in association with the Project Manager II's.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Coordinate planning, design, and construction of multiple capital projects to ensure project goals are accomplished
2. Coordinate contracts directing architects and/or consultants on design needs/changes, project construction milestones, and functionality
3. Monitor project budget, schedule, and procurement of design and construction services for assigned projects
4. Prepare percentage completion and other reports on assigned projects to ensure that objectives are accomplished within time, funding and contractual limitations
5. Review and submit for approval: design/construction contracts; change orders; technical service contracts; bid documents, and; requests for payment/draw on contract work
6. Act as liaison for government agencies, facility user groups, and management throughout the planning, design, and construction phases of assigned projects
7. Provide support to inspectors and customer agency staff during project processes
8. Perform quality control and assurance inspections as necessary during construction phase of assigned projects
9. Perform related duties as to specific assignments
10. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. Communicate with managers, supervisors, co-workers, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Architecture, Engineering, or Construction Management
2. Three years construction management or site superintendent experience

\* A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Basic knowledge of mechanical, electrical, plumbing and other systems and components of multi-discipline construction projects
2. Read, analyze, and interpret public works information and manuals, policies, and legal documents

3. Read and interpret blueprints/drawings, specifications, and building codes
4. Respond to inquiries or complaints from employees, citizens, members of the business community, or regulatory agencies
5. Write reports, correspondence, procedures and other required documentation
6. Define problems, collect data, establish facts and draw valid conclusions
7. Manage conflict and handle negotiations
8. Apply mathematical concepts such as geometry, algebra, and trigonometry
9. Use computer software programs and/or other applications
10. Ability to climb ladders to observe and inspect construction details

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license